

# New Program or Substantive Changes to a Program: Process Checklist

Please note that although this process seems linear, some steps can be done simultaneously. Proponents are strongly encouraged to work with their Faculty curriculum staff/lead, the Provost's Office (PO), and/or the Senate Office, for suggestions and efficiencies. This resource does not include Faculty-specific or accreditation processes.

Changes to an existing program: The Provost's Office advises on what is considered "substantive changes to a program", in alignment with [Ministry guidelines and standards](#).

## 1. Program Concept and Viability of Program (Financial and Operational):

- Meet with key faculty members for informal and preliminary consultation
  - Begin completing the program's Executive Summary Draft using the [questionnaire in the PO's website](#)
  - Use this first Executive Summary Draft to consult within your academic unit for preliminary feedback and support
  - Share the Executive Summary draft with your Director/Dean to ensure they are supportive of the idea, prior to submitting the Executive Summary draft to the PO
  - Submit Executive Summary Draft to the PO. The PO will review the submission and provide preliminary feedback. The PO will work with the program proponent to complete the market research to determine viability of program, and provide further feedback based on evidence, and/or alignment to institutional priorities. The PO will work with OPAIR (Okanagan Planning and Institutional Research) to advise on the program's enrolment forecast as well
  - Contact [Senate Office](#) to learn about anticipated timelines and steps for approval. Work with them on structure of the proposal and become aware of related policies
  - Make the appropriate changes to the Executive Summary, and continue designing the program details by completing [the Senate-required package](#) (this will require more information be added to the Executive Summary developed so far)
  - Answer the Operational and Financial Requirements [Questionnaire on the PO's website](#), based on curriculum and program details in the Senate-required package developed in the earlier step
  - Submit the now more detailed Executive Summary to the PO, along with the Operational and Financial Requirements Questionnaire. On behalf of the proponent, the PO uses this information to consult with relevant operational units to identify if the program, as envisioned, is operationally viable and/or identify the cost(s) associated with the program. Such information is also used for the program budget
  - Complete [Senate-required consultation](#) with the Library
  - Work with your [Faculty's Finance Manager](#) to complete program budget and enrolment forecast, integrating any costs associated with the program (example, software, infrastructure, hiring of TAs, staff, and/or faculty, memberships, etc.) and advise from the other operational units consulted
  - If graduate:** If the program is a Designated Graduate Program [per policy LR10](#), work with your Finance Manager/PO, as appropriate, to estimate Student Bursaries
  - Complete a draft of the [Curriculum Budget Impact Form](#) and share with the Head and Director for their review and input
  - Submit drafted Budget Impact Form to the PO. Attend a meeting with the PO and the Faculty Finance Manager for a final review of the program budget and enrolment forecast. This may lead to changes to the Budget Impact Form
  - Gain final approval of the program proposal and its budgetary impacts from the Head/Director and Dean via their signature on the completed [Curriculum Budget Impact Form](#)
  - Submit signed [Budget Impact Form](#) and all other relevant documents to PO for Provost's approval
- No new program can be offered or advertised prior to receiving Ministry approval. Certificates or Diplomas do not require Ministry approval but they require 30-day public posting via Ministry's website.**

## 2. Gain Faculty Approval:

- Gain formal School/Department and Faculty approval through the applicable internal processes (often via department meetings, Faculty curriculum committee, and/or Faculty Council)
- If graduate:** Submit [Senate-required package](#) to the Graduate Program and Curriculum Committee for approval
- Inform PO once Faculty approval is gained to begin student consultation on tuition/fees ([per LR4 Board policy](#))

## 3. Gain Senate Approval:

- Submit final [Senate-required package](#) to Senate Office
- Senate Office ensures that submitted forms include all required information. They submit the entire package to the relevant Senate committee(s) for approval which are often the Senate Curriculum Committee and the Admissions and Awards Committee
- Upon Senate approval, Senate Office submits curriculum package to the Board of Governors
- If graduate:** Contact CoGS to begin online application set-up with Enrolment Services
- If health-related program:** Work with the PO to complete [Ministry of Health's required review](#)
- Contact program promotion and marketing teams in the School/Faculty for program promotion plan (though promotion begins upon Ministry approval only)

## 4. Gain Board of Governors Approval:

- PO contacts the AVP Students on the proponent's behalf to coordinate student consultation [per LR4 Board policy](#)
- AVP Students completes consultation with students and submits consultation report to PO
- PO works with Enrolment Services to submit final report to Board of Governors
- Board of Governors approves program tuition and fees (based on approved program budget in earlier steps)
- Enrolment Services begins system set-up for student applications to the program

## 5. Gain Ministry Approval (if applicable):

- Complete [Stage 1 form](#) (or other forms) required for Ministry approval with help of the PO
- PO submits application to Ministry on the proponent's behalf and advises when approval is gained